TERMINATION

P-1 Type 400 Board Member Termination

P-1 Type 401 Termination of Employment

P-1 Type 402 Retirement

P-1 Type 403 Termination of Temporary Employment

P-1 Type 404 Layoff

P-1 Type 409 Stat. Termination/Governor Appt/Elected Official

P-1 Type 452 LTD Termination of Employment

- **400 Board Member Termination P1:**
  - **Term Reason**: Should be code 73 Termination (Temp Appts) or other applicable term code (i.e. code 98 Term Expired, 99 Not Confirmed by Senate, or Resignation codes 81-88).
  - **Termination Date**: Enter the date the employee is terminating from state employment.
  - **Last Work Day**: Enter the last day the employee was physically at work.
  - **Term Leave Pay:** Board Members do not receive vacation or sick leave accruals so there would be no term leave pay. The exception would be Statutory Board Members who are paid annually and accrue vacation/sick leave hours (see 409 Statutory Termination below).

- **401 Termination of Employment P1:**
  - **Term Reason**: Refer to the HRIS Table of Codes for a complete list of termination codes.
  - **Return to Recall**: You must use the **404 Layoff P1 and code 69 Return to Recall** for employees who were laid off, then recalled to another position – but did not meet the job requirements and are being returned to recall. Returning a state employee to recall is not considered a termination.
  - **Termination Date**: Enter the date the employee is terminating from state employment.
  - **Termination Date Not Within Pay Period**: If the termination date is <u>not within the current pay period</u>, the 401 Termination P1 will be put on hold. It will then be approved after payroll has written for that pay period and processed in the rewrites window. Note: the 846 Term Leave Pay P1 will be approved so the employee can be paid.
  - **Last Work Day**: Enter the last day the employee was physically at work.
  - **Return from LWOP**: If the employee is in a leave <u>without</u> pay status, they <u>must</u> be returned from leave before they are terminated or they will not get paid. Submit P1 type 520 Return from Leave to put the employee back in pay status before submitting the 401 Termination and 846 Term Leave Pay P1s**.**
  - **Date Deceased**: If the employee passed away and was age 55 or older, then the employee's remaining sick leave balance can be paid out up to $2,000.
  - **Term Leave Pay**: Submit the 846 Term Leave Pay P1 at the same time as the 401 Termination P1. We cannot approve the Termination without the Term Leave Pay, so they must be at COMP level at the same time to be approved.
  - **Documentation**: Email/fax (515-281-7970) a copy of the termination letter to DAS-HRE.

- **402 Retirement P1:**
  - **Term Reason**: Should be code 89 Voluntary Retirement or 90 Retirement - Sick Balance Conversion to Health.
  - **Termination Date**: Enter the date the employee is retiring from state employment.
  - **Termination Date Not Within Pay Period**: If the termination date is <u>not within the current pay period</u>, the 402 Retirement P1 will be put on hold. It will then be approved after payroll has written for that pay period and processed in the rewrites window. Note: the 846 Term Leave Pay P1 will be approved so the employee can be paid.

- **Last Work Day**: Enter the last day the employee was physically at work.
- **IPERS File Date**: The IPERS file date must be included in the remarks section of the P1. To obtain the file date, send an email to Alyson Reed (alyson.reed@ipers.org). Provide her with the employee's first name, middle initial, last name, and the last 4 digits of their SS #.
- **Payout P1 Type**: For voluntary retirements (code 89), use the 846 Term Leave Pay P1. For employees retiring under the SLIP Program (code 90), use the 470 Slip Calculation P1.
- **Term Leave Pay/SLIP Calculation**: Submit the 846 Term Leave Pay or 470 SLIP Calculation P1 at the same time as the 402 Retirement P1. We cannot approve the Retirement without the Term Leave Pay or Slip Calculation, so they must be at COMP level at the same time to be approved.
- **Documentation**: Email/fax (515-281-7970) a copy of the retirement letter or SLIP enrollment form to DAS-HRE.

- **403 Termination of Temp Employee P1**
  - **Term Reason**: Should be code 73 Termination (Temp Appts).
  - **Termination Date**: If the employee has hours worked in the current pay period, then the termination date must also be within the current pay period for the employee to be paid.
  - **Last Work Day**: Enter the last day the employee was physically at work.
  - **When to Terminate Temps**: Temporary employees **must** be terminated from the HRIS System when their work is done, or when the 780 hours are completed, regardless of whether or not they will be returning in a short period of time.
  - **Documentation**: No documentation is required**.**

- **404 Layoff**
  - **Term Reason**: Should be code 71 Layoff (Perm).
  - **Return to Recall**: You must use code 69 Return to Recall for employees who were laid off, then recalled to another position – but did not meet the job requirements and are being returned to recall. Returning a state employee to recall is not considered a termination.
  - **Termination Date**: Enter the date the employee is being laid off from state employment.
  - **Termination Date Not Within Pay Period**: If the termination date is not within the current pay period, the 404 Layoff P1 will be put on hold. It will then be approved after payroll has written for that pay period and processed in the rewrites window. Note: the 846 Term Leave Pay P1 will be approved so the employee can be paid.
  - **Last Work Day**: Enter the last day the employee was physically at work.
  - **Term Leave Pay**: Submit the 846 Term Leave Pay P1 at the same time as the 404 Layoff P1. We cannot approve the Layoff without the Term Leave Pay, so they must be at COMP level at the same time to be approved.
  - **Documentation**: Email/fax (515-281-7970) a copy of the layoff letter to DAS-HRE.

- **409 Statutory Termination/Governor Appt/Elected Official**
  - **Term Reason**: Refer to the HRIS Table of Codes for a complete list of termination codes.
  - **Termination Date**: Enter the date the employee is terminating from state employment.
  - **Termination Date Not Within Pay Period**: If the termination date is not within the current pay period, the 409 Statutory Termination P1 will be put on hold. It will then be approved after payroll has written for that pay period and processed in the rewrites window. Note: the 846 Term Leave Pay P1 will be approved so the employee can be paid.
  - **Last Work Day**: Enter the last day the employee was physically at work.
  - **Term Leave Pay**: Submit the 846 Term Leave Pay P1 at the same time as the 409 Statutory Termination P1. We cannot approve the Statutory Termination without the Term Leave Pay, so they must be at COMP level at the same time to be approved.
  - **Documentation**: Email/fax (515-281-7970) a copy of the termination letter to DAS-HRE.

- **452 LTD Termination of Employment**
  - **Term Reason**: No code is entered in this field. HRIS will automatically insert code 76 in the "Term Reason" field when the P1 processes.
  - **Termination Date**: The date entered <u>must be within the current pay period</u> and is usually the date on the LTD approval (Hartford) letter.
  - **Last Work Day**: Enter the last day the employee was physically at work.
  - **Term Leave Pay**: There is usually no vacation balance to pay out. If the employee does have a remaining vacation balance, be sure to submit the 846 Term Leave Pay P1 at the same time as the 452 LTD P1.
  - **Documentation**: Email/fax (515-281-7970) a copy of the LTD (Hartford) letter to DAS-HRE.